# RCHR Club Eligibility Roster (CER)

All teams must complete their Club Eligibility Roster (CER), the list of competitors or potential competitors, on RegattaCentral by **June 30, 2016 at 11:59pm**. If you would like to add an athlete to your team's CER after this date, you will be subject to the <u>Schedule B fee structure</u> listed on the RCHR website. To find more about all rules and regulations pertaining to the RCHR regattas, visit their website at <u>www.henleyregatta.ca</u>.

### Activating a Team's CER

Coaches will need to follow the steps below to activate their team's CER for the RCHR and/or RCHR Masters:

- 1. Login to your RegattaCentral account
- 2. Click 'add regatta' in the header of the Regatta Calendar & Entries box

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	Select a regatta	
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	The 134th Royal Canadian Henley Regatta (08/02/16 in St. Catharin	es, ON) Cancel

- a. NOTE: you may skip this step if you have already added the regatta(s) to your calendar
- 3. Select either the Royal Canadian Henley Regatta or the Royal Canadian Henley Masters Regatta
- 4. Confirm your email preferences and click Add Regatta



5. Click the 'eligibility roster' link under the regatta in your Regatta Calendar & Entries box

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a. **NOTE**: If you are a Coach and do not see the complete team roster, contact RegattaCentral directly at 614-360-2922 to gain Coach Level Access.

6. To remove an athlete from the team's CER, check the box to the left of their name and click the **Remove** button

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D INFORMATION	Eligibility Roster: Anyt	own Rowing Club				
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Sponsors	additional fee.	(see section 10) only athletes ad	ided to your Regattacentral rost	er by Jun 30, 2016 11	159159 PM are eligible for	no
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Dates & Deadlines	9	July	Robert	0	0	
Rules & Eligibility		July	Sally	0	0	
Registration Form	Remove					
My Entries						
My Invoice						

a. **NOTE**: You should only remove an athlete from the team's CER if you are 100% sure they will not compete at either the Royal Canadian Henley Regatta or the Royal Canadian Henley Masters Regatta.

## Adding an athlete to the team's CER

#### Adding an Athlete to a Canadian or non-USRowing member organization's roster

Follow the steps below to add an athlete to the team's CER:

1. Click the '**roster'** link beside the team in the Affiliations box located in the upper right corner of your account homepage

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2. Click the 'Add' icon in the tool bar of the roster



- 3. Complete the First Name, Last Name, Gender and Birth Date fields
- 4. Click Submit

#### Adding an Athlete to a USRowing member organization's roster

Follow the steps below to add an athlete to the team's CER:

1. Click the '**roster'** link beside the team in the Affiliations box located in the upper right corner of your account homepage

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2. Click the 'Add' icon in the tool bar of the roster



- 3. Select the Yes option in the Current or New Member pop-up
- 4. Select the desired Member Search option and complete the fields



- 5. Click Submit
- 6. Select the matching record and click Add to Club

If you need further assistance, contact <u>support@regattacentral.com</u> or 614.360.2922.